



# **NORTH COUNTY FIRE & MEDICAL DISTRICT GOVERNING BOARD SPECIAL MEETING MINUTES**

**Tuesday, May 26, 2020**

## **MINUTES**

### **1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, May 26, 2020, at 9:35 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, Board Members Richard Bookie, Tony Sambol, and Russell Smith

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Finance Manager Diane Goke, Division Chief Kane Nixon, Division Chief Rob Helie, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: South County Fire & Medical District Board Members Bill Becker, John Crawford, Karen Gueltzow, Leonard Leach, Diane Price

Media Present: None

Public Comment: James Young, Sun City West Resident

### **2. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

### **3. FINANCIAL SUMMARIES AND AUDIT REPORTS**

A. North County Fire & Medical District Financial Reports for March and April 2020 – Diane Goke, Finance Manager

Diane Goke, Finance Manager presented the North County Fire & Medical District Financial Reports for March and April 2020 and answered any questions from Board Members.

#### 4. **CONSENT AGENDA**

- A. Approve Monthly Financial Reports for March and April 2020.
- B. Approve Transfer of Revenues from North County Fire & Medical District to Arizona Fire & Medical Authority (AFMA) in accordance with the AFMA Joint Power Authority Intergovernmental Agreement.
- C. Approve Board Meeting Minutes – March 24, 2020.

**Board Clerk Miller moved that the North County Fire & Medical District Governing Board approve all items on the Consent agenda, including the March and April 2020 Monthly Financial Reports and account reconciliations per Arizona Revised Statutes including, but not limited to, the following: Register of Checks, Warrants & Deposits; Statement of Financial Activities; Statement of Net Assets; and Cash Flow Projection Report. I further move that the Governing Board approve the transfer of revenues from North County Fire & Medical District to Arizona Fire & Medical Authority in accordance with the Arizona Fire & Medical Authority Joint Power Authority Intergovernmental Agreement. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Sambol, Smith, Wilson  
NAYS: None  
ABSENT: None

#### 5. **CURRENT EVENTS SUMMARIES AND REPORTS**

- A. Emergency Services Division and Planning/Support Services Division (Including Training/Health & Wellness and Community Risk Management) – North County Fire & Medical District Current Event Summaries for April 2020 – Deputy Chief Rob Helie

Rob Helie, Deputy Chief – Emergency Services Division presented the Emergency Services Division and Planning/Support Services Division Event Summary for April 2020 and answered any questions from Board Members.

- B. Business Services Division (Including Administration and Human Resources Sections) – North County Fire & Medical District Current Event Summary for April 2020 – Assistant Chief Mary Dalton

Mary Dalton, Assistant Chief presented the Business Services Division Event Summary for April 2020 and answered any questions from Board Members. Assistant Chief Dalton reviewed the Division's progress on the launch of Green Orbit, the Authority's new intranet, Human Resources onboarding of new Emergency Medical Technicians, and the firefighter recruitment efforts.

Assistant Chief Dalton informed the Governing Board that through the efforts of the Finance Section, the Authority was awarded the Government Finance Officers' Award (GFOA) for the Fiscal Year 2019-20 Financial Statements. Board Members congratulated Ms. Goke and her staff for their hard work and achievements.

Chairman Wilson stated that the updated Memorandum of Understanding with labor will be ready for Board approval at the June 23, 2020 AFMA Governing Board meeting and urged all Board Members to thoroughly review the document prior to approval.

- C. Correspondence Review – Correspondence received or sent by the North County Fire & Medical District which would be of interest to the Governing Board will be reviewed by the Board Clerk.

There was no correspondence received.

## 6. **REGULAR BUSINESS**

- A. Discussion and Possible Action relating to approval of Fiscal Year 2020-21 Capital Improvement Plan.

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Capital Improvement Plan (CIP) since the Governing Boards Joint Budget Workshop on May 19, 2020. Assistant Chief Dalton noted this document is a 15-year plan which is reviewed annually, the costs for all items listed in the CIP are estimates and that Governing Board approval must be sought before any item is purchased.

**Board Clerk Miller moved that the North County Fire & Medical District Governing Board approve the Fiscal Year 2020-21 Capital Improvement Plan. Board Member Smith seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Sambol, Smith, Wilson  
NAYS: None  
ABSENT: None

- B. Discussion and Possible Action relating to approval of Fiscal Year 2020-21 Tentative Budget & Operational Plan.

Assistant Chief Dalton stated that there have been no changes to the Fiscal Year 2020-21 Budget & Operational Plan since the Governing Boards Joint Budget Workshop on May 19, 2020. Assistant Chief Dalton noted that the tentative budget adoption sets the maximum tax levy, once approved the total budget cannot be increased. Dollars can be moved around within the budget, or the total budget can be decreased. Following approval, the tentative budget will be posted for 20 days. The final budget approval is done by public hearing and has been set for June 23, 2020.

**Board Member Bookie moved that the North County Fire & Medical District Governing Board approve the Fiscal Year 2020-21 Tentative Budget & Operational Plan. Board Clerk Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Miller, Sambol, Smith, Wilson  
NAYS: None  
ABSENT: None

**7. SUGGESTED ITEMS FOR FUTURE NORTH COUNTY FIRE & MEDICAL DISTRICT BOARD MEETING AGENDAS**

There were no items suggested.

**8. SUGGESTED ITEMS FOR FUTURE ARIZONA FIRE & MEDICAL AUTHORITY BOARD MEETING AGENDAS**

There were no items suggested.

**9. ADJOURNMENT**

The meeting adjourned at 10:00 a.m.

*Dawn Miller*

Dawn Miller (Jun 23, 2020 22:14 PDT)

Dawn Miller, Board Clerk






# May 26, 2020 Minutes

Final Audit Report

2020-06-24

Created:	2020-06-23
By:	Dusty Christopherson (dchristopherson@afma.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAq6Tlirx84N7NiEWyFDK-ozhmU-spAMl6

## "May 26, 2020 Minutes" History

-  Document created by Dusty Christopherson (dchristopherson@afma.az.gov)  
2020-06-23 - 10:49:20 PM GMT- IP address: 66.210.247.226
-  Document emailed to Dawn Miller (dmiller@afma.az.gov) for signature  
2020-06-23 - 10:49:53 PM GMT
-  Email viewed by Dawn Miller (dmiller@afma.az.gov)  
2020-06-24 - 5:13:29 AM GMT- IP address: 98.165.56.236
-  Document e-signed by Dawn Miller (dmiller@afma.az.gov)  
Signature Date: 2020-06-24 - 5:14:05 AM GMT - Time Source: server- IP address: 98.165.56.236
-  Signed document emailed to Dusty Christopherson (dchristopherson@afma.az.gov) and Dawn Miller (dmiller@afma.az.gov)  
2020-06-24 - 5:14:05 AM GMT